



BOARD OF STATE AND COMMUNITY CORRECTIONS

600 Bercut Drive, Sacramento, CA 95811

916.445.5073 **PHONE**

916.327.3317 **FAX**

bscc.ca.gov

California Gang Reduction, Intervention and Prevention (CalGRIP) Program 2012/2014

REQUEST FOR PROPOSALS: APPLICATION PACKET

Released August 22, 2012

Letter of Intent due September 12, 2012

Applications due by 5:00 p.m., October 8, 2012

In addition to the grant application, this Request for Proposals (RFP) packet includes important information about funding provisions, grant eligibility, and application submission requirements.



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GOVERNOR Edmund G. Brown Jr.
EXECUTIVE DIRECTOR Patricia Mazzilli

The Board of State and Community Corrections (BSCC) is please to release the 2012/14 California Gang Reduction, Intervention and Prevention (CalGRIP) Program Request for Proposals (RFP).

As part of the Governor's 2011 Public Safety Realignment, a number of grant programs previously administered by the California Emergency Management Agency (CalEMA) are now under the jurisdiction of the BSCC, including the CalGRIP Program. Given the timing of the transfer of responsibility for the CalGRIP program, the BSCC determined it best to utilize the same basic framework of the last RFP released by CalEMA for this year only. This will allow BSCC time to establish the systems and processes needed to effectively undertake the administration of the programs and its responsibilities, and address the needs of the current grantees in preparation for funding in subsequent years.

The due date for eligible proposals is 5 p.m., October 8, 2012. A copy of the RFP can be located at: www.BSCC.ca.gov

For additional information regarding the RFP contact Oscar E. Villegas, Field Representative at Oscar.Villegas@BSCC.ca.gov or (916) 445-3146.

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CONTACT INFORMATION

This Request for Proposals (RFP) provides the information necessary to prepare a proposal for the Board of State and Community Corrections (BSCC) grant funds for the CalGRIP Program.

The BSCC staff cannot assist the Applicant with the actual preparation of the proposal, but any questions concerning the RFP, the proposal process, or programmatic issues may be submitted in writing, by fax, or email to:

Oscar Villegas, Field Representative
Corrections Planning and Programs Division
Phone Number: 445-3146
Fax Number: (916) 327-3317
Email: Oscar.Villegas@bscc.ca.gov

PROPOSAL DUE DATE

One original, and seven copies of the proposal must be **received** (not just postmarked) by the BSCC's Corrections Planning and Programs Division by
5:00 pm, October 12, 2012, at:

Board of State and Community Corrections
Corrections Planning and Programs Division
600 Bercut Drive
Sacramento, CA 95811
Attn: Oscar Villegas, Field Representative

Proposals received after 5:00pm on the due date will be deemed ineligible for funding.

PROJECT DESCRIPTION

The CalGRIP Program provides grants to cities using a local collaborative effort to reduce gang activity through the use of evidence-based prevention, intervention and suppression activities. *(See page 5 for additional information regarding the use of evidence-based programs and strategies).*

Funding authority for the CalGRIP Program comes from the State Budget Act. For fiscal year 2012/2013, the CalGRIP Program has been appropriated \$9,215,000 in State Restitution funds. Of that amount, \$1 million is separately allocated to the City of Los Angeles through a non-competitive Request for Application process and the remaining \$8,215,000 is available to California cities through a competitive RFP process. At least two grants shall be awarded to cities with populations of 200,000 or less.

As part of the competitive RFP process the Board of State and Community Corrections shall give preference to Applicants that incorporate a regional approach to anti-gang

activities. Each city that receives a grant shall collaborate and coordinate with area jurisdictions and agencies, including the existing county juvenile justice coordination council, with the goal of reducing gang activity in the city and adjacent areas.

Each Applicant shall use a coordinating and advisory council to prioritize the use of funds. Council membership shall include city officials, local law enforcement, including the county Sheriff, Chief Probation Officer, and District Attorney, local educational agencies, including school districts and the county office of education, and community-based organizations.

Each city that receives the CalGRIP grant funds shall distribute at least 20 percent of the grant funds it receives to one or more community-based organization pursuant to the city's application.

FUNDING

The Legislature allocated \$8,215,000 in State Restitution funds for the CalGRIP Program, Fiscal Year (FY) 2012/2013 competitive process. The grant period will begin on January 1, 2013, and end on December 31, 2014.

The maximum allowable grant amount per the 2012 Budget Act (AB 1464; Chapter 21, Statutes of 2012), is \$500,000. **Applicants should only request the amount of funds needed to support their proposal and not base their request on the maximum allowable grant amount.**

Match Requirement:

Funding for the FY 2012/2013 CalGRIP Program requires a dollar-for-dollar (100 percent) match of the funds awarded to the recipient (cash or in-kind). The applicant will be required to meet the proportionate match as grant funds are used.

BACKGROUND INFORMATION

On May 25, 2007, Governor Arnold Schwarzenegger announced the creation of the California Gang Reduction, Intervention and Prevention (CalGRIP) initiative for the purpose of providing a comprehensive approach to addressing gang violence in California. The initiative provided funding for anti-gang grants to different state departments; including job training, education and intervention programs through the California Emergency Management Agency (Cal EMA) and the Employment Development Department (EDD); an agreement with the Corrections Standards Authority (CSA) to spend \$1.1 million on anti-gang programs; and provided \$7 million to enable the California Highway Patrol (CHP) to help local jurisdictions suffering from gang violence.

On July 1, 2012, the new BSCC assumed the responsibility of administering the CalGRIP grant program previously administered by the CalEMA. Also effective July 1, 2012, the BSCC, formerly the Corrections Standards Authority, became the lead

state entity on adult and juvenile criminal justice policy and will be responsible for prioritizing state and federal funds, guiding local policy and programming, and providing technical assistance to local stakeholders in their criminal justice realignment efforts.

PROVEN STRATEGIES

Recently, in criminal justice programming, increased emphasis has been placed on utilizing evidence-based practices. These practices can improve program cost-effectiveness and increase the likelihood of positive program outcomes for participants. A few years ago, the Governor's Office asked Peter Greenwood, Ph.D., a leading expert in delinquency prevention, to develop a list of programs and strategies that are most likely to prevent and reduce youth crime and violence. After consulting extensively with a panel of experts, Dr. Greenwood prepared a report of evidence-based practices that included a list of 25 proven strategies suitable for implementation by probation departments. Although we know that Dr. Greenwood's work does not represent the entire spectrum of evidence-based practices, the work that he did can be found in a searchable online database at: www.CalGRIP.ca.gov Additional descriptions of the strategies Dr. Greenwood mentions can be found at the Office of Juvenile Justice and Delinquency Prevention's Model Programs Website at: <http://www.ojjdp.gov/mpg/default.aspx>.

As the field of evidence-based strategies evolves, new programs, practices and resources continue to become available. Below you will find several more web resources that you are probably already familiar with, but we believe you should consider as you develop your CalGRIP project. Please know that we do not consider our list of resources as exhaustive. We are providing it as a good starting point for all CalGRIP applicants to consider.

Office of Justice Programs – Crime Solutions.gov

<http://www.CrimeSolutions.gov>

Blueprints for Violence Prevention

<http://www.colorado.edu/cspv/blueprints/index.html>

Substance Abuse and Mental Health Services Administration (SAMHSA) National Registry of Evidence-Based Programs and Practices

<http://www.nrepp.samhsa.gov>

Washington State Institute for Public Policy

<http://www.wsipp.wa.gov/>

Find Youth Information

<http://www.findyouthinfo.gov/>

Promising Practices Network

<http://www.promisingpractices.net/>

NOTE: It will be the Applicant's responsibility to demonstrate in the grant proposal (Section II – Project Description and Deliverables) that the proven strategies selected are supported by evidence. This documentation can be in the form of research or

literature citation or reference to an evidence-based assessment made by one of the organizations that reviews current research.

PROJECT OBJECTIVES

The purpose of the CalGRIP Program is to provide grants to California cities for gang prevention, intervention and suppression activities. Applicants are encouraged to develop project activities designed to meet the unique needs of the specific area(s) and population(s) targeted. Projects may include a range of programs, services and activities designed to reduce gang activity. All project objectives must be quantifiable in terms of measurable outcomes. Projects selected for funding will be required to report on the number of individuals receiving services, and how the services impacted those individuals or the target area(s).

Regional Approach:

Applicants will be scored on how well they demonstrate their plan to incorporate a 'Regional Approach' to anti-gang violence and activities. For the purpose of this RFP, a Regional Approach is one that incorporates multiple jurisdictions and/or multiple agencies or organizations that embrace the goal of reducing gang activity in the city and adjacent affected areas in the implementation of the project plan.

Each Applicant city must establish a Coordinating and Advisory Council to prioritize the use of the funds. The Coordinating and Advisory Council can be a new or an existing group. Membership **must** include:

- City officials
- Local Law Enforcement including the Chief of Police, county Sheriff, Chief Probation Officer and the District Attorney
- Local educational agencies, school districts and the county Office of Education
- Community-Based Organizations (CBO)

GRANT REQUIREMENTS

ELIGIBLE APPLICANTS and NUMBER OF PROJECTS

Only California cities are eligible to apply. A city may not submit more than one proposal to BSCC for FY 2012/2013 CalGRIP funding. The proposed project can be a new and distinct project or it can augment an existing project. Community-Based Organizations (CBO) cannot apply. However, **the State budget requires cities to distribute at least 20 percent of the grant funds received to one or more CBOs.**

The city of Los Angeles is not eligible to submit a proposal in response to this RFP. Los Angeles will be allocated funds separately under the CalGRIP Program.

Council Resolution: A Resolution from the City Council addressing specific grant-related issues must be submitted by the start of the grant award period, **January 1, 2013**. If a resolution is not received, funding may not be granted.

Operational Agreements/Memorandum of Understanding (MOU): As part of the necessary collaboration that must occur for the CalGRIP Project to be successful, applicants must engage a wide range of stakeholders. Operational Agreements or MOUs should include a description of the agencies commitment to: 1) demonstrate a formal system of networking and coordination with other agencies and the applicant. 2) contain original signatures, titles and the agency name for both parties; 3) include effective grant performance period dates and; 4) list the amount of state funds designated to the agencies.

ELIGIBLE GRANT EXPENDITURES

Grant funds can be used to supplement existing funds dedicated to the project, but may not replace (supplant) funds that have been appropriated for the same purpose. For information on eligible and ineligible costs refer to BSCC Grant Administration and Audit Guide, dated January 2011: <http://www.bscc.ca.gov/resources>

REPORTING REQUIREMENTS

Quarterly Data Collection/Progress Reports: Grantees must have the ability to collect the specified output and outcome data and report it to the BSCC on quarterly progress reports during the term of the grant performance period. The report form and instructions will be available to grantees via the BSCC website. The deadline for submitting progress reports will be no later than 30 days following the end of each quarter.

Quarterly Invoices: Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office will issue the warrant (check) to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit invoices online to the BSCC on a quarterly basis, no later than 30 days following the end of each quarter. Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC reserves the right to require a financial audit any time between the execution of the grant agreement and 60 days after the end of the grant period. In addition, BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

PREPARING THE PROPOSAL

The Proposal Sections I through VII may not exceed a total of 12 pages (excluding attachments). Narrative Sections must be doubled spaced, single-sided pages, in Arial 12 point font, with one-inch margins on plain white 8 1/2" X 11" paper.

The Applicant must submit **one original and seven copies** of the proposal and the 'Original Copy' must be marked. Copies of the proposal must be assembled separately and individually fastened in the upper left corner. Do not bind proposals. Any costs incurred to develop and submit the proposal are entirely the responsibility of the Applicant and shall not be charged to the State of California. It is the Applicant's responsibility to demonstrate in the grant proposal that the strategies being proposed

are proven strategies (see page 5 *Proven Strategies*). Applications not citing their evidence will not be considered for funding.

The BSCC staff will review each proposal to determine if it meets all technical compliance requirements. The BSCC staff's review will include verifying the following:

- Applicant is a State of California city
- Proposal contains all required information and signatures
- Minimum/Maximum 100 percent local match requirement is satisfied
- Proposal meets all format requirements
- 20% to CBO's is satisfied

To avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily corrected errors/omissions. Applicants will have an opportunity to respond to deficiencies identified during this review process and to make non-substantive changes that would bring the proposal into technical compliance. **Proposals that fail to meet all technical requirements will be excluded from further consideration for funding.**

SUMMARY OF KEY DATES

ACTIVITY	TIMELINE
Release Request for Proposals (RFP)	August 22, 2012
Letter of Intent (or email) due date	September 12, 2012
Grant proposal/application due to BSCC	October 8, 2012
BSCC Board considers funding recommendations	November 8, 2012
New Grantee Orientation	TBD
New Grants Begin	January 1, 2013

APPLICATION INSTRUCTION

(Items A-I)

- A. **Applicant:** Complete the required information (including federal identification number) for the city submitting the proposal.
- B. **Population:** Check the box that best identifies the population of your city.
- C. **Project Summary:** Provide a brief description (3-4 sentences) of the city's proposal for using the grant funds requested. Note: This information may be posted to the BSCC's website for informational purposes.
- D. **Amount of Funds Requested:** Identify the amount of grant funds requested. The amount may not exceed \$500,000.
- E. **Name of Evidence-Based Program, Practice or Strategies:** Provide the name of the program, practice or strategy to be used.
- F. **Applicant Project Director:** Provide the required information for the individual with whom BSCC staff would work on a daily basis during the 24-month grant period.
- G. **Designated Financial Officer:** Provide the required information for the individual who would approve invoices before the city submits them to the BSCC and be responsible for the overall fiscal management of the grant. Reimbursement checks are mailed to the Designated Financial Officer.
- H. **Applicant Day-to-Day Contact Person:** Provide the name of the person who will have day to day responsibility and working knowledge of the CalGRIP project.
- I. **Applicant's Agreement:** Provide a signature from the person authorized by the City Council to sign for the City. Typically, this would be the City Manager or City Mayor.

APPLICANT INFORMATION

A. APPLICANT / CITY DEPARTMENT IMPLEMENTING THE GRANT

TELEPHONE NUMBER

/

B. CITY POPULATION (check one)

ABOVE 200,000

BELOW 200,000

STREET ADDRESS

CITY

STATE

ZIP
CODE

MAILING ADDRESS

CITY

STATE

ZIP
CODE

C. PROJECT SUMMARY (brief 3 or 4 sentences describing the project)

D. GRANT AMOUNT REQUESTED

E. NAME OF EVIDENCE-BASED PROGRAM, PRACTICE, or STRATEGY PROPOSED

F. APPLICANT PROJECT DIRECTOR

NAME AND TITLE

TELEPHONE NUMBER

STREET ADDRESS

FAX NUMBER

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

G. APPLICANT PROJECT FINANCIAL OFFICER

NAME AND TITLE

TELEPHONE NUMBER

STREET ADDRESS

FAX NUMBER

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

H. APPLICANT DAY-TO-DAY CONTACT PERSON

NAME AND TITLE

TELEPHONE NUMBER

EMAIL ADDRESS

I. APPLICANT'S AGREEMENT

By signing this application, the applicant assures that the grantee will abide by the laws, policies and procedures governing this funding.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN AGREEMENT

APPLICANT'S SIGNATURE

DATE

MERIT REVIEW

The rating committee will review and rate each proposal that is found to meet all technical requirements. The rating factors that will be used, and the maximum rating points allocated to each factor are shown below. Omission or lack of clarity for any section is likely to result in a reduction of allowable points. Following this rating process the rating committee will forward funding recommendations to the BSCC Board which will act on the recommendations. It is currently anticipated that the BSCC Board will act on the recommendations at their meeting on November 8, 2012. **Applicants are not to contact members of the rating committee or the BSCC Board about their proposals.**

PROPOSAL EVALUATION RATING FACTORS	
EVALUATION FACTOR	MAXIMUM POINTS
Project Need	100
Project Description and Deliverables	100
Project Evaluation/Outcomes	100
Project Management and Readiness to Proceed	100
Capability and Qualifications to Provide Services	100
Cost Effectiveness and Budget Review	100
Collaboration/Regional Approach	100
TOTAL POINTS	700

Sections I - VII below must be in Arial 12 point font, double spaced with 1 inch margins all the way around, and cannot total more than 12 pages in length. These 12 pages do not include the “Applicant Information” above, the “Proposed Budget” sections below, or any attachments.

Each rating factor will be evaluated regarding the extent to which a proposal adequately addresses the topics listed under the section titles below. If a sub-element doesn't apply, the Applicant should say so and state the reason.

SECTION I: PROJECT NEED

Provide a description of the following:

- Need for the project (supported with statistical information).
- Impact of the gang activity on the city and surrounding communities.
- Severity of the gang problem (e.g., number of juveniles involved).
- Need for financial support to address the gang issues.
- Changes/improvements that are needed to address the gang issues.
- Recent trends in regard to gang activity in this city.
- Any impediments standing in the way of dealing with this problem.

SECTION II: PROJECT DESCRIPTION AND DELIVERABLES

Provide a description of the following:

- Project goals and measurable objectives that will be implemented with the grant funds.
- Evidence-based program(s), practices, strategies, that will be implemented with the grant funds.
- How the project will address the needs described in Section I.
- New programs that will be implemented as part of this project.
- Sequence of steps in the implementation of the project.
- Risk/Needs tools used to assess juveniles that will be part of this project.
- Types of services provided to juveniles as part of this project.
- Project scope in terms of number of personnel involved and juveniles affected.

SECTION III: PROJECT EVALUATION/OUTCOMES

Provide a description of the following:

- Methodology that will be used for the project evaluation.
- Methodology that will be used for the outcome evaluation.
- Process variables that will be evaluated and outcomes that will be measured.
- Target population that will be affected by the project.
- Criteria for participation in the project for those receiving services.
- Criteria for determining participant success/failure in the project.
- How evaluation information will be used for continuous project adjustments.

SECTION IV: PROJECT MANAGEMENT AND READINESS TO PROCEED

Provide a description of the following:

- Planning process that resulted in the design of this project.
- Management structure and decision-making process of the project and how it will support the objectives and goals of the project.
- Methods used for project oversight. Staff allocation and assignments for the separate project components, including staff and contract hours devoted to data collection, analysis and reporting.
- Documentation of the organization's readiness to provide services beginning January 1, 2013; include timelines for the proposed project and all project activities.

SECTION V: CAPABILITY AND QUALIFICATIONS TO PROVIDE SERVICES

Provide a description of the following:

- City's experience and capabilities in conducting this type of project; include the experience and capabilities of all the partners.
- Qualifications of the project personnel and their assigned tasks.

- City/contractors experience designing evaluation research, gathering data and reporting on research results.
- Identify the long standing collaborative relationships that demonstrate the ability to sustain the project.

SECTION VI: COST EFFECTIVENESS AND BUDGET REVIEW

Provide a description of the following:

- Factors considered and the reasons behind the budget allocations, in terms of the funds requested, and the extent to which gang activity will be reduced if the project achieves its goals.

SECTION VII: COLLABORATION/REGIONAL APPROACH

Provide a description of the following:

- The Regional Approach to anti-gang activities used: include the project partners (agencies, contractors, stakeholders, private and/or public), that will collaborate with the project and discuss the roles each will play.
- The collaboration and coordination with the county juvenile justice coordination council with the goal of reducing gang activity in the city and adjacent areas.
- Coordinating and Advisory Council: identify the membership of the Council (see Project Objectives on page 6 for required list of members): a description of the role(s) the Council had in developing the project proposed: and how the Council prioritized the use of the funds.
- The Community Based Organization(s) in which 20 percent of grant funds are required to be dedicated.

PROPOSED BUDGET

Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period.

BUDGET LINE ITEM TOTALS: Complete the following table for the grant funds being requested and corresponding 100% match. While recognizing that cities may use different line items in the budget process, the categories listed below are the ones that funded projects will use when invoicing the BSCC for reimbursement of expenditures. The twenty percent (20%) distributed to one or more CBO's must be identified under line-item number four: *CBO Contracts*.

Cash/In-kind Match Requirement

The required 100% cash/in-kind match amount must be identified in the line item budget and described in the budget summary below.

BUDGET SUMMARY: Complete the budget summary table below. Indicate the amount of grant funds, cash match and/or in-kind match, and total for each budget

category. Report amounts in whole dollars. Grant funds should support direct services and minimize administrative costs.

All funds shall be used consistent with the requirements of the Grant Administration and Audit Guide January 2011: <http://www.bscc.ca.gov/resources>

LINE ITEM	GRANT FUNDS	CASH MATCH	IN-KIND MATCH	TOTAL
1. Salaries and Benefits				
2. Services and Supplies				
3. Professional Services				
4. CBO Contracts (min. 20% of grant funds)				
5. Indirect Costs				
6. Fixed Assets/Equipment				
7. Other				
TOTAL				

LINE ITEM DETAIL: Provide a narrative detail in each category below to sufficiently explain how the grant funds and local match will be used based on the requested funds in the above table. Match funds may be expended in any line item and must be identified in their respective cash or in-kind dollar amounts. The 'other' category funds should be budgeted for travel purposes for one mandatory grantee briefing meeting (*to be held in Sacramento, date TBA*) as well as other travel.

- 1. SALARIES AND BENEFITS:** (e.g., number of staff and percentage of time, classification/title, hourly rates of all project staff and benefits).
- 2. SERVICES AND SUPPLIES:** (e.g., office supplies, training costs; itemize the services/supplies).
- 3. PROFESSIONAL SERVICES:** (e.g., contract with an expert consultant)
- 4. COMMUNITY-BASED ORGANIZATIONS (CBO) CONTRACT:** (e.g., provide name of CBO, itemize nature of services that will be received and show state funds. Show hours and billing rates of all CBO staff.

5. **INDIRECT COSTS:** indirect costs are allowable for the implementing agency **only**. Indirect costs are NOT allowable for services provided by contracted agencies, such as CBOs. This total may not exceed 10% of the grant funds, which does not include the match amount.
6. **FIXED ASSETS/EQUIPMENT:** (e.g., computers, and other office equipment necessary to perform project activities).
7. **OTHER:** (e.g., travel expenses)